



United States Department of Agriculture

Research, Education, and Economics  
Agricultural Research Service

April 26, 2010

Subject: Policy Statement - South Atlantic Area Workplace Violence Program

To: All SAA Employees and Tenants

From: Deborah A. Brennan, Area Director, SAA

L. Earl Griffin, Area Safety, Health and Environmental Manager

Beth Anderson, Environmental Protection Specialist

The Agricultural Research Service, South Atlantic Area is committed to employee's safety and health. Violence in the workplace shall not be tolerated. In an effort to prevent workplace violence, the SAA is committed to following the guidance policy of the Undersecretary for Research, Economics and Education (attached) on this subject and shall implement a Workplace Violence Program. All reports of workplace violence shall be taken seriously and shall be dealt with appropriately. The Area Director's office will provide adequate authority, guidance and support to ensure this program is implemented at each ARS location and worksite across the Area. To achieve this, the Area Director has appointed the Area Safety, Health and Environmental Manager as the Area Workplace Violence Coordinator for the program. Each location in turn is expected to appoint a Facilitator and provide resources to administer the local program.

The SAA Workplace Violence Coordinator and Location management team shall be responsible for ensuring all workplace training, security policies and procedures are in place and clearly communicated to all employees. New employees will receive the information within the first 30 days of their employment with ARS as part of the "New Employee Orientation" program. All managers and supervisors shall enforce the rules fairly and uniformly, and are responsible for implementing and maintaining the Workplace Violence Program.

All employees shall be responsible for following all directives, policies and procedures, and assisting in maintaining a safe and secure work environment.

The SAA requires prompt and accurate reporting of all threatening and /or violent incidents, whether or not physical injury has occurred.

A copy of the Workplace Violence Program description shall be readily available to all employees from each manager/supervisor and Security Assessment and Intervention Panel member as applicable to the Location and Area.

All SAA Workplace Violence Programs shall be reviewed and updated annually by the Location integrated Safety, Health and Environmental Managements System Committee. Employee participation in the review and implementation of this program is essential to the success of the Program.

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